

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State/Territory: Georgia

ELIGIBILITY CONDITIONS AND REQUIREMENTS

---

Procedures for Scheduling and Conduct of Standard Surveys

---

The State has in effect the following procedures for the scheduling and conduct of standard surveys to assure that it has taken all reasonable steps to avoid giving notice.

The policy of conducting unannounced surveys is stressed with each new surveyor during orientation, and the survey agency has implemented various means of protecting the confidentiality of its survey schedules. These procedures include:

- not telling anyone outside of the office of scheduled survey activities or allowing such unauthorized persons to see survey schedules or related information;

- exercising caution, especially during telephone calls, in answering questions from providers or others which might lead to sharing schedule related information;

- not taking schedules or related information into facilities while surveying;

- keeping schedules filed or stored out of sight. This includes not leaving schedules or related information exposed on desk tops, in boxes or stored in labelled folders on desk tops, work tables in bookcases;

- putting schedules out of sight when not working with them.

- removing schedules and related information from view when visitors are nearby;

- delivering schedules to appropriate staff in person or in a protected manner when placed in mailboxes (i.e. placed upside down, in envelopes, or underneath other materials); and

- developing any other means of safeguarding such information which individual situations might require. In addition, it is the practice of the survey agency to vigorously pursue any allegation that a facility was informed in advance of a survey visit.

---

TN No. 93-001  
Supersedes  
TN No. New

Approval Date 4-6-93

Effective Date 1-1-93

HCFA ID: \_\_\_\_\_